

No	Performance Indicator	Themes	4	3	2	1
1	Structure, content and delivery of the event					
1.1	Organisation of the transnational event	<ul style="list-style-type: none"> • Evidence of clear planning • Realistic timescales • Appropriate selection of delegates 				
1.2	Effectiveness of content and appropriate range and balance of activities	<ul style="list-style-type: none"> • Appropriate content, clearly related to the aims and objectives of the event • Relevant mixture of activities eg icebreaking activities, didactic sessions, workshops, social activities, free time • Appropriateness of the social programme 				
1.3	Effectiveness of the process of monitoring and evaluation	<ul style="list-style-type: none"> • Quality of the mechanism for evaluation both short term and long term including follow-up activities, if appropriate • Evidence of on-going assistance to participants, if appropriate 				
1.4	The quality of project management	<ul style="list-style-type: none"> • Clarity of project coordination • Quality of the management of monitoring and evaluation by the project coordinator and introduced to administrative staff • The project partners are made aware of the administrative structure of the project 				

The possibility to make a personal remark about the theme:

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2	Quality of the trans-national element					
2.1	Input into the event by the project partners	<ul style="list-style-type: none"> • The extent to which each partner contributes to the event • The evidence of partners sharing roles and responsibilities during the event 				
2.2	Links between the aims of the event and the overall aims of the project	<ul style="list-style-type: none"> • Mutual understanding amongst partners about the project and event rationale and the short term and long term objectives of the event • Clear evidence in the event programme of real synergy with the overall objectives of the project 				

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